
AACR2	Anglo-American Cataloging Rules, 2nd edition
ADA	Americans with Disabilities Act
AdNotes	Administrative Notes
ANSI	American National Standards Institute
ANTS	Administrative Notes Technical Supplement
CD-ROM	Compact Disc Read Only Memory
CGP	Catalog of Government Publications
CRM	Customer Relationship Management system
DLC	Depository Library Council
DDM/DDM2	Documents Data Miner
DVD	Digital Video Disc
E	Tangible electronic format
EC	FDLP Electronic Collection
EL	Online electronic format
FAQ	Frequently Asked Questions
FBB	Federal Bulletin Board
FDLP	Federal Depository Library Program
FDLP-L	Federal Depository Library Program Discussion List
FDsys	Future Digital System
FTP	File Transfer Protocol
GIS	Geographic Information Systems
GODORT	Government Documents Roundtable (of ALA)
GPO	U.S. Government Printing Office
ILL	Interlibrary loan
ILS	Integrated Library System
JCP	Joint Committee on Printing
LSCM	Library Services and Content Management
MARC	Machine Readable Cataloging
MF	Microfiche format
MOA	Memorandum of Agreement
MOCAT	Monthly Catalog of United States Government Publications
MOU	Memorandum of Understanding
MTR	Minimum Technical Requirements
NET	New Electronic Titles list
OCLC	Online Computer Library Center
OPAC	Online Public Access Catalog
PURL	Persistent Uniform Resource Locator
RS	Recommended specifications
RSS	Really simple syndication; or Rich Site Summary; or RDF site summary
SHA	Selective Housing Agreement
SL	Shipping List
SOD	Superintendent of Documents
URL	Uniform Resource Locator
USB	Universal Serial Bus

USGS
USPTO

U.S. Geological Survey
U.S. Patent and Trademark Office

[1909 Checklist:](#) (Checklist of United States Public Documents, 1789 - 1909) is an index of government documents titles that were published from 1789 – 1909. A good source of information for finding titles published during the 18th and 19th centuries.

Access: providing for free public access to Federal Government information products regardless of format. Access involves making Federal Government information products available and usable for all users, including those with disabilities. It also involves but is not necessarily limited to bibliographic, physical building, tangible collection, Internet, and onsite computer access. It is the degree to which the public is able to retrieve or obtain the information products, either through the FDLP or directly through a digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful format or medium, and in a time frame whereby the information has utility.

Accessibility: making tools and content available and usable for all users including those with disabilities; the degree to which the public is able to retrieve or obtain Government publications, either through the FDLP or directly through an digital information service established and maintained by a Government agency or its authorized agent or other delivery channels, in a useful format or medium and in a time frame whereby the information has utility.

Administrative Notes: bimonthly FDLP newsletter of the FDLP (GP 3.16/3-2:) providing information on topics related to Federal Government information.

[Administrative Notes Technical Supplement \(ANTS\):](#) bimonthly newsletter containing updates and corrections for item numbers, SuDocs classification numbers, etc. (GP 3.16/3-3:).

Andriot's (Andriot's Guide to U.S. Government Publication): an index that gives a history of the organization of the U.S. Federal Government. The index, published annually by Gale, details the birth and end of government agencies, agency relocation (including its publications) when an agency is disbanded or transferred, and SuDoc call numbers for each publication or series.

[Anglo-American Cataloguing Rules:](#) rules designed for use in the construction of catalogues and other lists in general libraries of all sizes. The rules cover the description of, and the provision of access points for, all library materials commonly collected at the present time.

Annual: a title published once a year

[ANSI standard:](#) American National Standards (ANS) facilitates the development of standards by accrediting the procedures of standards developing organizations. These groups work cooperatively to develop voluntary national consensus standards. Accreditation by ANSI signifies that the procedures used by the standards body in connection with the development of American National Standards meet the Institute's essential requirements for openness, balance, consensus & due process.

[askGPO:](#) the contact web page from the Government Printing Office (GPO) that allows depository coordinators and members of the public to ask questions of or send comments to GPO staff.

Assessments: see Public Access Assessments

Atlas: a bound collection of maps often including illustrations, informative tables, or textual matter

Biannual: twice a year (e.g. a title published twice a year)

Biennial: every two years (e.g. a title published every two years)

[Biennial Survey:](#) survey of conditions in depository libraries conducted every two years.

Bimonthly: every two months (e.g. a title published every two months)

[Catalog of U.S. Government Publications\(CGP\):](#) finding tool for federal publications that includes descriptive records for historic and current publications and provides direct links to those that are available online; continues the Monthly Catalog of U.S. Government Publications.

Cataloging and indexing: cataloging is comprised of the processes involved in constructing a catalog - describing information or documents to identify or characterize them and providing "entry points" (terms) peculiar to the information or document (e.g., author, title, subject, and format information, by which the information can be located and retrieved). The immediate product of cataloging is a bibliographic record. Bibliographic records compiled to create catalogs. Indexing is the process of compiling a set of identifiers that characterize a document or other piece of information by analyzing the content of the item and expressing it in the terms of a particular system of indexing. In the GPO context, cataloging and indexing is the statutory term for the processes that produce the Catalog of U.S. Government Publications (CGP) and its indexes.

[Cataloging and Indexing Program:](#) program, mandated by 44 USC§1710-1711, to develop a comprehensive and authoritative national bibliography of U.S. Government Publications to increase the visibility and use of Government information products, and to develop a premier destination for information searchers.

CD-ROM: (Compact Disc Read-Only Memory) is a compact disc containing data that can be read by a computer.

Census: an official, usually periodic enumeration of a population, often including the collection of related demographic information.

Claim: depository library's request for an item rightfully due if selected under the FDLDP but either not initially received or damaged in shipment. See also Web Claim form.

Classification: a system devised to categorize publications. In the case of the Superintendent of Documents (SuDocs) classification system, the publishing agency is used as a way to organize Federal documents.

Collection Development: the systematic process, usually described in a collection development policy, by which the depository library will select materials to be added to their collection in order to satisfy user needs.

Collections: collection development and maintenance of the Federal Government information products, including those entrusted to the individual depository's care, so they are accessible and meet the Federal Government information needs of the general public.

Congressional Serial Set, U.S.: is the permanent historical collection of the U.S House of Representatives and U.S. Senate documents and reports.

Cooperative Publication: Government publication required to be self-sustaining (cost recovery) through sale or published in cooperation with a non-governmental author; not available for free distribution through the FDLP.

Core Collection: lists of suggested titles for academic, public, and law libraries selecting in all subject areas in order to provide the necessary service to the general public (see [appendix A](#) of this Handbook).

Cumulative Title Index to U.S. Public Documents, 1789 – 1976: an index of government documents that can be found by looking up the title of the documents (GP 3.812:1-16).

Decennial: every ten years (such as the census).

Deep web: content that is not part of the “surface web” i.e. indexed by search engines. Deep

web consists of databases that are constructed by webcrawlers or spiders.

[Depository Library Council \(DLC\)](#): group of information professionals selected to assist the Government Printing Office in identifying and evaluating alternatives for improving public access to government information through the Depository Library Program (DLP) and for optimizing resources available for operating the Program.

Depository Library Number: Unique number assigned to each depository library to record selections, distribute materials, maintain directory information, etc.

Designation: the process by which a library or institution is made an official Federal Depository Library. See [chapter 3](#) in this Handbook for a discussion of Federal depository status or the [Designation Handbook](#) for Federal Depository Libraries.

Direct Mail: Depository material mailed directly to the library from the printing contractor, i.e., not in shipment boxes or listed on a shipping list.

Discards: unwanted materials disposed of through a regional depository after retaining 5 years or superseded.

Discontinued: a title that is no longer distributed to depository libraries or published by the publishing agency.

[Documents Data Miner \(DDM/DDM2\)](#): a search engine combining files from the latest version of the List of Classes of United States Government Publications available for Selection by Depository Libraries, the Item Lister's Current Item Number Selection Profiles for Depository Libraries, and the Federal Depository Library Directory.

DVD-ROM: (Digital Video Disc): a high-capacity optical disk format or an optical disk using

such a format and containing especially a video recording (as a movie) or computer data

Electronic Collection (EC): the digital Government publications that GPO holds in storage for permanent public access through the FDLP, or that are held by libraries and/or other institutions operating in partnership with the FDLP. These digital publications may be remotely accessible online publications, or tangible publications such as CD-ROMs maintained in depository library collections. The four categories of publications in the EC include core legislative and regulatory publications which reside on GPO servers, available through GPO Access; products directly managed for other agencies on GPO servers, or through formal agreements with other institutions, and available through GPO Access; publications identified, described, and linked to through GPO services, but which remain under the control of originating agencies, with access through GPO's locator tools and services; and tangible electronic products (such as CD-ROM, DVD, or others) distributed to Federal depository libraries.

Essential Titles for Public Use in Paper or Other Tangible Format: list containing publications that will remain available for selection in paper format, so long as they are published in paper by the originating agency.

Federal Bulletin Board (FBB): a free electronic bulletin board service of the Superintendent of Documents, U.S. Government Printing Office (GPO). The FBB enables Federal agencies to provide to the public self-service access to Federal information in electronic form.

Federal depository library: library designated under the provisions of 44 U.S.C. §19 which maintains a depository collection for use and local access by the general public and which offers professional assistance in locating and using Government information products and services.

Federal Depository Library Program (FDLP): program established by Congress to ensure that the American people have access to its Government's information.

Federal Government information products: discrete units of Government information in all formats.

File Transfer Protocol (FTP): a communications protocol governing the transfer of files from one computer to another over a network.

Five Year Retention Rule: (see Retention, 5-Year).

Format: a particular physical presentation of an item.

Free public access: perpetual, no fee, and ready access to Federal Government information products without impediments is available to the general public.

Fugitive documents (LostDocs): those documents of public interest or educational value, and not classified for reasons of national security, which have not been acquired for distribution to Federal depository libraries or disseminated through the Catalog of U.S. Government Publications (CGP).

Future Digital System (FDsys): system to allow federal content creators to easily create and submit content that can then be preserved, authenticated, managed and delivered upon request. FDsys will form the core of GPO's future operations.

Geographic Information Systems (GIS): a computer-based system that stores geographically referenced data linked to textual attributes (a database) and allows for mapping, display, analysis, and modeling.

Government publication: a work of the United States Government, regardless of form or format, which is created or compiled in whole or in part at Government expense, or as required by law. Government publications not distributed through the FDLDP include: those which are required for official use only, are for strictly operational or administrative purposes having no public interest or educational value, or are classified for reasons of national security.

GPO Access: a service of the U.S. Government Printing Office, required by 44 U.S.C Chapter

41, to provides free electronic access to a wealth of important information products produced by the Federal Government.

Guidelines for the Federal Depository Library Program: program and performance goals for Federal depository libraries and GPO.

Inactive: 1) a title that has been discontinued, ceased, replaced, deemed non-depository; 2) a title that hasn't been published in a long time but not linked to a formal statement from the publisher about discontinuation, cessation, replacement, or out-of-scope; one reason for inactivity could be due to lack of funding for printing; 3) item numbers and SuDocs classes can also be inactive

Instructions to Depository Libraries: Superseded official rules and regulations of the FDLP (GP 3.26: D 44/) replaced by the Federal Depository Library Handbook.

Integrating Resource: bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole; integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leafs and updating Web sites.

Internet Use Policy Guidelines: depository libraries should have a written access policy that addresses issues regarding obtaining FDLP information on the internet.

Item Lister: web collection management tool that lists an individual library's selected (or non-selected) item numbers.

Item Number: Control number assigned by GPO to titles or groups of titles (by agency) that are available for selection in the FDLP

Item selection mechanism: the process and tools used by depository libraries to select

tangible and electronic titles

Joint Committee on Printing: the Congressional committee that oversees the activities of the Government Printing Office and the Federal Depository Library Program (FDLP)

Journal: A publication, issued on a regular basis, which contains scholarly research published as articles, papers, research reports, or technical reports.

Knowledge Base: a database system that is part of askGPO that contains information of use to depository coordinators and includes information about the FDLP system

List of Classes: List of current titles and/or categories arranged by SuDocs number including item number and format that are available for selection by depository libraries (GP 3.24:)

"Locate in a Library": functionality incorporated into the Catalog of U.S. Government Publications which allows users to find a Federal depository library that has a particular publication

Loose-leaf Publication: an integrating resource that consists of one or more base volumes updated by separate pages that are inserted, removed, and/or substituted

Machine Readable Cataloging (MARC): acronym for MACHine-Readable Cataloging. MARC provides the mechanism by which computers exchange, use, & interpret bibliographic information; its data elements make up the foundation of most library catalogs used today

Memorandum of Agreement (MOA): formal document outlining the terms of a selective housing agreement, including the respective responsibilities of the depository library and the recipient library agreeing to house depository materials under its care

Memorandum of Understanding (MOU): formal document used by GPO to describe the responsibilities of each party in a partnership

Microfiche: length of film bearing a number of micro-images in linear array

Modem: computer hardware that connects our computer to other computers through a telephone line and appropriate software

Monograph: bibliographic resource that is complete in one part or intended to be completed within a finite number of parts

Monthly: a title published every month

Nautical charts: graphic portrayal of the marine environment showing the nature and form of the coast, the general configuration of the sea bottom including water depths, locations of dangers to navigation, locations and characteristics of man-made aids to navigation and other features useful to the mariner. Nautical charts are published by the National Ocean Service (NOS).

Needs and Offers: a tool used by depository librarians for collection development purposes; a regional or national list for libraries seeking to dispose of publications withdrawn from their collections, place publications with other depositories, or replace missing publications with publications from other depository collections

New Electronic Titles (NET): lists are produced by a set of predefined searches of the Catalog of U.S. Government Publications for new titles, both electronic and tangible, which have been cataloged for the FDLP during a specified period of time. The lists contain new, not updated titles.

OCLC(Online Computer Library Center): a commercial vendor that provides a database of bibliographic records that libraries can download and include in their library online catalogs

Partnership: an official agreement between GPO and one or more parties that may include government, corporate, educational, or other institutions in joint projects that benefit the Federal Depository Library Program (FDLP)

Patent: property right granted by the Government of the United States of America to an inventor “to exclude others from making, using, offering for sale, or selling the invention throughout the United States or importing the invention into the United States” for a limited time in exchange for public disclosure of the invention when the patent is granted. The government agency that oversees patents is the U.S. Patent and Trademark Office (USPTO).

Periodical: material published regularly such as magazines, journals, and newspapers

Preservation: The activities associated with maintaining publications for use, either in their original form or in some verifiable, usable form. Preservation may also include creation of a surrogate for the original by a conversion process, wherein the intellectual content and other essential attributes of the original are retained. For digital materials, preservation includes the management of formats of information (including possible migration to newer versions), the storage environment, and the archival arrangement of information to facilitate preservation.

Public Access Assessments: Review by GPO of individual Federal depository conditions focusing on public access to Federal Government information products

PURL (Persistent Uniform Resource Locator): a URL that instead of pointing directly to the location of an Internet resource, points to an intermediate resolution service. The PURL resolution service associates the PURL with the actual URL and returns that URL to the client. The client can then complete the URL transaction in the normal fashion. In Web parlance, this is a standard HTTP redirect. (<http://purl.oclc.org/>)

Quadangle: size of topographic maps published in the United States. Each map covers a

four-sided area of 7.5 minutes of latitude and 7.5 minutes of longitude. The United States has been systematically divided into precisely measured quadrangles, and adjacent maps can be combined to form a single large map. The 7.5-minute quadrangle map series is popular as a base for maps of many different types and scales.

Quarterly: a title published every three months or four times each year

Quinquennial: a title published every five years

RSS (Really Simple Syndication): allows users to keep updated on frequently changing content. RSS employs an XML-based structure that includes a title, date, brief description, and a link to the full text of content. RSS can be used to automatically deliver lists, or feeds, of noteworthy content and descriptive information to users who subscribe to a feed. Feeds can be read through a program called a news reader or aggregator, which can be found through the following DMOZ Open Directory Project, Google, or Yahoo.

Re-districting: Redistricting is the process of redrawing state legislative and congressional district boundaries every 10 years by state legislatures following the U.S. Census. When congressional redistricting occurs in a district with two existing depositories and the redistricting includes the geographical area covered by another depository, the district may have three depositories in that district. The district losing the depository, however, will have a new depository vacancy. This affects only Representative-designated depositories.

Regional Depository Library: depository library designated by a U.S. Senator to maintain responsibility for the integrity and comprehensiveness of a state or region's depository collection of U.S. Government information

Retention, 5-Year: statutory minimum period of time depositories must keep materials received under the FDLDP unless superseded or replaced by another format

Ribbed Shelving: Ribbed shelves used in libraries provide additional strength and minimize shelf deflection by the way they are constructed.

Scale: the relationship between distance on the map and distance on the ground. A map scale usually is given as a fraction or a ratio—1/10,000 or 1:10,000. These "representative fraction" scales mean that 1 unit of measurement on the map—1 inch or 1 centimeter—represents 10,000 of the same units on the ground. If the scale were 1:63,360, for instance, then 1 inch on the map would represent 63,360 inches, or 1 mile, on the ground (63,360 inches divided by 12 inches equals 5,280 feet, or 1 mile). The first number (map distance) is always 1. The second number (ground distance) is different for each scale; the larger the second number is, the smaller the scale of the map. "The larger the number, the smaller the scale" sounds confusing, but it is easy to understand. A map of an area 100 miles long by 100 miles wide drawn at a scale of 1:63,360 would be more than 8 feet square. To make the map a more convenient size, either the scale used or the area covered must be reduced.

Secondary Copies: those depository items that are duplicates, superseded, or sent by GPO in error; also depository holdings of the highest state appellate courts and Federal agencies that are not bound by the 5-year retention rule

Selective Depository Library: Federal depository library that can select only those item numbers that fulfill government information needs of primary clientele and the public within a geographic area

Selective Housing Agreement (SHA): agreement accompanying the extended loan of depository materials from a designated library to one that is not a depository, formalized through a signed Memorandum of Agreement

Selection Profile: an individual depository's composite profile of its selected item numbers

Self-Study: once used methodology for a depository's self-assessment, i.e., a review of its operation and compliance with standards typically undertaken in advance of a possible on-site inspection

Separate Shipments: those depository items deemed inappropriate for shipment in regular depository boxes and whose shipping lists follow in regular shipment boxes

Serial: continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion. Examples of serials include journals, magazines, electronic journals, continuing directories, annual reports, newspapers, and monographic series.

Series: group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Service: activities and professional expertise oriented to the Federal Government information needs of the local community and surrounding areas and provided to support the visibility and use of the Federal Government information products of the depository library

Shipping List: itemized list that accompanies all items sent to a regional or selective depository in one regular shipment; a list of items sent to a depository library as a separate shipment where those items arrived separately from the list

Shipping Lister: service from which a user can retrieve an official depository shipping list in portable document format (pdf) (http://www.access.gpo.gov/su_docs/fdlp/tools/sl/slister.html)

State Plan: statewide guidelines agreed upon by the regional depository library's administration and the selective depository libraries in the state for cooperative collection development, resource sharing, disposition, promotion, and other services for depository libraries.

Superintendent of Documents (SuDocs): government official appointed by the Public Printer to oversee GPO's FDLP and sales program

Superintendent of Documents (SuDocs) Classification: a system of classification by publishing agency of Government publications for their management and control by libraries, authorized by the Superintendent of Documents

Superseded List: list of document titles or series that are replaced by new editions (GP 3.2: Su 7/)

Superseded Materials: depository titles updated whose old editions may be discarded without prior approval and before 5 years have elapsed

Surface web: web content that is accessible by conventional search engines.

Title 44, U.S.C., Chapter 19: part of the United States Code, a federal law authorizing the Federal Depository Library Program

Topographic Map: a map that shows three dimensional characteristics in a two-dimensional surface. A topographic map shows elevations by using contour lines and shows both natural and man-made structures; used by the general public in a number of ways including hiking, biking, camping, etc. The most common scale is 1:24,000 for 7.5 minute series maps. Alaska topographic maps are published as 15 minute series at a scale of 1:63,360. Topographic maps are published by the U.S. Geological Survey (USGS).

Trademark: means for protecting words, names, symbols, sounds, or colors that distinguish goods and services from those manufactured or sold by others and to indicate the source of the goods. Trademarks, unlike patents, can be renewed forever as long as they are being used in commerce. The government agency that oversees trademarks is the U.S. Patent and Trademark Office (USPTO).

Virtual Reference: form of reference service initiated electronically, often in real-time, where patrons employ computers or other Internet technology to communicate with reference staff without being physically present. Communication channels used frequently in virtual reference include chat, videoconferencing, Voice over IP, co-browsing, e-mail, and instant messaging.

Web Claim form: web management tool used by depositories to make claims for titles

rightfully due them

WebTech Notes: interactive online resource to locate information that has appeared in an Administrative Notes Technical Supplement

Weeding: regular maintenance program whereby a depository's unwanted publications are identified, listed, and approval is sought for their disposal

Weekly: title published once a week

Workstation Specifications: minimum standards for computer workstations for the depository system